

**North Dakota Board of Dietetic Practice Meeting Minutes**  
**Teleconference**  
**4.28.17**  
**7:00 AM (CDT)**

**Mission: To protect the public and ensure compliance with the ND Century Code Chapter 43-44.**

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Board Members Present: Brooke Fredrickson, Beth Viland, Wendy Mankie, Vanessa Hoines, and Linda Schloer. Also present was Pat Anderson, NDBODP Executive Secretary.

**I. Call to Order**

Chair, Brooke Fredrickson called the meeting to order at 7:01 a.m.

**II. Procedure for Guests**

No guests were present.

**III. Approval of Minutes from 1.16.17**

Linda Schloer moved to approve the minutes as distributed; Wendy Mankie seconded the motion. The motion passed.

**IV. Correspondence**

**a. Jane Myers**

Brooke Frederickson received a question form Jane Myers (LRD with the ND Dept. of Health – Diabetes Prevention/Control Program) concerning a limited permit licensee that is calling herself a licensed dietitian and is she allowed to call herself that. Brooke has consulted CDR and will let us know once she hears from them. Edward Erickson was consulted and the Dietetic Practice Act does allow her to use licensed dietitian since she is allowed to practice as a dietitian.

**b. Governor's Office**

The governor's office would like BODP's input on nominees for the two board members whose term expires on August 31, 2017. Brooke Fredrickson would like to have her name submitted for another 3 year term. Vanessa Hoines has served two terms and is not eligible for another term. Board members were asked to think about possible nominees for the consumer position and to let Pat know before the end of May. A teleconference could be scheduled to vote on possible nominees for the consumer position. Pat Anderson will contact the NDNC to invite them to possibly submit a nominee's name.

**c. ND Child Support Division**

Pat Anderson reported that the ND Child Support Division will be requesting our licensee information later this year and that we are required by law to provide them the list. The data must include full social security numbers and date of birth information. The information is for purposes

to determine if any licensees would be delinquent in child support payments. If there are delinquency issues the ND Child Support Division has the authority to authorize BODP to suspend a licensee's license.

**d. Dietetic Update Articles**

BODP has been asked to provide an article by May 10 for the Dietetic Update. Pat Anderson will provide information on the renewal deadline. Brooke will provide information if she hears something back from CDR by then concerning the limited license title issue.

**V. Unfinished Business**

**a. Credit Card**

Pat reported that the Bank of ND doesn't provide credit cards. More discussion ensued on options and it was determined that there are only 2-3 transactions per year that are needed for credit card purchases. Pat requested to use her own credit card for convenience purposes and to request payment from BODP per approval from the fiscal chair. Beth moved to cancel the previous motion approved for Pat to obtain a credit card for NDBODP; Linda seconded the motion; the motion passed.

**VI. Financial Reports**

- a. Balance Sheet** – Pat Anderson provided the balance sheet as of March 31, 2017.
- b. P/L FY 2016** – The profit/loss statement for FY 2016 was distributed and there was a net profit of \$3780.55
- c. P/L FY 2017** – The profit/loss statement for FY 2017 (Oct. 2016 – March 2017) was distributed. There have been no unusual expenditures and year to date there is a net loss of \$6591.98 which is expected since licensure renewal fees won't come in until June.
- d. FY 2017 Transaction Detail** – The transaction detail report from Oct. 2016 – Mar. 2017 was distributed. No action was required and all expenditures have been authorized.

Wendy moved to approve the financial reports as presented; Vanessa seconded the motion; the motion passed.

**VII. New Business**

**a. 2017-2018 LN Application**

**b. 2017-2018 LRD Application**

Vanessa moved to approve the LN and LRD renewal applications as presented; Linda seconded the motion; the motion passed.

**c. Strategic Plan**

Beth moved to take out sponsorship of CEUs under education; Wendy seconded the motion; motion passed.

**VIII. Next Meeting Date**

The next meeting date is tentatively planned for September 21, 2017.

The meeting was adjourned at 7:45 a.m.

**Respectfully Submitted,**

A handwritten signature in cursive script that reads "Pat Anderson". The signature is written in black ink and is positioned below the phrase "Respectfully Submitted,".

**Pat Anderson, NDBODP Executive Secretary**